Reduced Workload Program FAQ

What is the Reduced Workload Program?

The Reduced Workload Program (governed by Education Code section 22713 and updated by Employer Directive 2022-02) allows eligible CalSTRS Defined Benefit Program members to reduce their workload to a maximum of 50% of their full-time while still receiving service credit and having their final compensation calculated as if they were full-time. This means the employee and the district contribute to CalSTRS based on the employee's full-time equivalent salary, even though the employee is working part-time.

Who is eligible to participate?

Members must meet all of the following criteria:

- Be age 55 or older before the start of the school term of their first year in the program.
- Have at least 10 years of CalSTRS service credit in the Defined Benefit Program before the start of the school term of their first year in the program.
- Be employed by a participating county office of education, school district, charter school, or community college district.
- If employed by a school district or county office of education, be a prekindergarten through grade 12 certificated employee not holding a position with a salary above the maximum salary of a school principal.
- Have been employed full-time performing creditable service for the five school years immediately preceding the first school year of reduced workload, without a break in service (employer-approved leaves and unpaid absences for personal reasons don't count as breaks; prior participation in the program *does* count as full-time if the agreement wasn't terminated during that year; prior service retirement *does* constitute a break).

What are the employer's responsibilities?

Employers must:

- Adopt regulations pursuant to Education Code section 44922 or 87483.
- Maintain records to identify participating members.
- Enter into a written agreement with each participating member before the start of the school term.
- Certify member eligibility to CalSTRS using the Reduced Workload Program Eligibility Certification Application (ES 1161) *before* the start of the school term.
- Report compensation using the applicable Reduced Workload Program Assignment Code.
- Remit member contributions based on full-time equivalent compensation.
- Remit employer contributions at the Reduced Workload Program contribution rate on the full-time equivalent compensation.

What must the written agreement include?

The written agreement must:

- Be requested by the member, between January 1 and April 15 of the prior year entering in the program. Email to the Human Resources Assistant Superintendent.
- Be in effect before the start of the school term.
- Limit participation to a maximum of 10 school years.
- Specify a reduced workload of a maximum of 50% of full-time.
- Stipulate payment of the pro-rata share of full-time compensation.
- Require member contributions based on full-time compensation.
- Require employer contributions at the Reduced Workload Program contribution rate on the full-time compensation.

When is participation in the program terminated?

Participation is terminated if:

- The member's employment is terminated.
- The member works less than 50% of full-time hours/days.
- The member and employer mutually agree to terminate.

What happens if participation is terminated?

The employer must notify CalSTRS within 30 days. If terminated before the end of the school term, the employer must re-report compensation without the Reduced Workload Program Assignment Code.